UC San Diego
FACILITIES MANAGEMENT

April 2019 Brown Bag Lunch Presentations

Presentation 1: Facilities Management Customer Relations

Presentation 2: Facilities Management Web-Based Project Reporting Tool

Presentation 3: Facilities Management Campus Utility Shutdown Notifications

Presentation 4: Campus Bin Buddy Program Update

Facilities Management Customer Relations

Meet our team

Rich Holborow

Lola Cardenas

Maya Groves

Lisa Martell

Gina Majorossy

Ilyanna Jaramillo

Manager
Kathy Mascari

How to reach us

FM Website: https://blink.ucsd.edu/sponsor/facilities-mgmt/index.html

Online work request: https://aps-workrequest.ucsd.edu

Call: (858) 534-2930

Hours of Operation: 7am to 5pm Monday thru Friday

After hours: you may leave a voicemail or dial 0, and your call will be redirected.

Hablamos español

Facilities Information System

Contacts

FAQ

Emergency Notification

Departments

Resource Management & Planning

What we do

Facilities Management is responsible for the routine maintenance of UCSD buildings and grounds, managing the Campus Research Machine Shop, and gives design and construction expertise to campus building renovations. Our Customer Relations help desk processes customer-initiated work requests and dispatches qualified staff to handle building systems, facilities, and equipment needs.

How to request:

- **Urgent service:** (858) 534-2930
- **Non-urgent service:**
  - Online Work Request
  - Contact us

- Hillcrest Medical Center Facilities Engineering: (619) 543-6454
- Thornton Hospital Facilities Engineering: (858) 657-6400
- Building, landscape, sign fabrication, or special refuse pickup services
- Key or lock changes

Emergency procedures

- Campuswide emergencies
- Electrical stage alerts
- Responding to indoor floods
- What to do during a rolling blackout
- Search the UCSD Asbestos Survey

Buildings

- How to request building services
- Cleaning services
- Lock and key services
- Maintenance and repairs
- Project Management Group
- Sign fabrication services
- Trash pickup
- Elevator locations (PDF)

Landscaping

- How to request landscape services
- List of landscape services
- Reclaimed water
- Street sweeping
- Turf mowing
- Introduction to Urban Forestry at UCSD (PDF)
- Ecosystem Services and Environmental Benefits of the Campus Forest (PDF)
- UCSD Urban Forest Management Plan (PDF)

Recycling & waste management

- How to recycle at UC San Diego
- Campus Recycling Guide (PDF)

Utility systems and energy management

- Energy Management and Efficiency
- Electrical System Maintenance

Difference between Maintenance and Recharge Work Requests

Maintenance: deemed state-funded and paid for by FM
- repair to building system, utility or infrastructure original to the building would be state funded.
- determined normal wear & tear
- scheduled services (as set by FM) such as annual floor cleaning

Recharge: Customer funded-would provide index to cover cost
- any modification for aesthetic reasons, upgrades to support department-owned equipment
- tenant improvement projects (including, but not limited to minor cap projects)
- services outside of FM schedule

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FACILITIES MANAGEMENT

LOZANO-JARAMILLO, ILYANNA   4/12/2019   Sign Off

Please note any questions or concerns regarding potential discrepancies and forward to FM's Customer Relations Division via email wsc@ucsd.edu or phone, 858-534-2930

												Status	Billing Infomation		Communication

Work Request

Key/Card Checkout

Message

1001010883	Cog Sci 180: Ceiling leak; appears a pipe broke & hissing. Luis @ 1225	Cognitive Science Building-Floor 1-Room 180	03/11/2019	03/11/2019	Issued/Dispatched	MT-ZONE	VALDEZ, JORDAN	3	1,896.44	0.00	1,896.44
1001011262	Cog Sci 180: Evaluate drywall damage and also install 4 new ceiling tiles. Work by Colin Larson.	Cognitive Science Building-Floor 1-Room 180	03/12/2019	03/12/2019	Issued/Dispatched	TS-CARP	LARSON, CHARLES COLLIN	1	0.00	0.00	
1000992962	SDSC Area: lights off in lot 355; reported by UCPD	Parking Lot P354 - Supercomputer	02/06/2019	02/06/2019	Issued/Dispatched	ES-LGHT	HORAN, COREY T	2	211.66	0.00	211.66
1000982686	SME Rm 220: Annual autoclave calibration	Structural and Materials Engineering Building-Floor 2-Room 220	01/15/2019	01/15/2019	Issued/Dispatched	MT-ZONE	HAINES, SCOTT LEWIS	1	0.00	0.00	0.00

1 2 3 4 5

Completed / Closed Work Order(s) 1518 Record(s)

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Work Order	Description	LOCATION	Date Submitted	Status Date	Status	Shop	Assigned To	Communications	Billed	Pending	Total
1000993166	Speiss elev facing parking lot: Elev malfunctioning. v/m Steve @ 0840	Spiess Hall	02/07/2019	03/19/2019	Completed	ES-ELEV	VENTURA, STEVE DAYACAP	2	184.55	0.00	184.55
1000993164	BSB Rm 5065: Tripped breaker. No name/phone on v/m. Charles @0830	Biomedical Sciences Building-Floor 5-Room 5065	02/07/2019	03/27/2019	Completed	ES-GEN	COOPER, CHARLES ROOSEVELT	2	216.89	0.00	216.89
1000992961	Econ Rm 221: Open for ucpd	Economics Building-Floor 2-Room 221	02/06/2019	04/09/2019	Completed	MT-ZONE	JOHNSTON, SIMEON E.	1	105.83	0.00	105.83
1000981753	Village West: HDS Tag Numb 29975-Routine	North Campus Housing Area	01/10/2019	01/16/2019	Completed	TS-LOCK	REESE, GARY A	0	279.28	0.00	279.28
1000981752	Reve I: HDS Tag 29976-Routine	Discovery Hall-Floor 1-Room 100	01/10/2019	01/16/2019	Completed	TS-LOCK	REESE, GARY A	0	147.23	0.00	147.23
1000981749	Central Mesa: HDS Tag Num 29977 Routine	9242 Central Mesa Apartments-Floor 1-Room E	01/10/2019	01/16/2019	Completed	TS-LOCK	REESE, GARY A	0	196.30	0.00	196.30
1000981746	Village West: HDS Tag Number 29978	North Campus Housing Area	01/10/2019	01/16/2019	Completed	TS-LOCK	REESE, GARY A	0	496.74	0.00	496.74
1000962557	SME Rm 243C: tripped breaker, lost power to microwave. Cooper @ 1150	Structural and Materials Engineering Building-Floor 2-Room 243C	11/26/2018	12/19/2018	Completed	ES-GEN	COOPER, CHARLES ROOSEVELT	1	162.68	0.00	162.68
1000962522	EBU 2 2nd flr MRR, lab side: Toilet is plugged. Will @ 1148	Engineering Building Unit II-Floor 2 Labs	11/26/2018	01/08/2019	Completed	MT-PLUMB	CHAPPELL WILLIAM	2	416.78	0.00	416.78
1000961125	CSC Bldg C WRR: 1st stall clogged. Disp	Campus Services Complex - Building	11/15/2018	01/08/2019	Completed	MT-PLUMB	CAMPBELL, GERRY EDWARD	2	216.89	0.00	216.89

Work Order Tracking (SP) ✕ | Customer Portal - Facility Ma ✕ | FM Customer Portal - New W ✕ | MSN | Outlook, Office, Sk ✕ | UCSD Facilities Informati ✕ | Huntington Business Systems, ✕ | +

aps-workrequest.ucsd.edu/NewWorkOrder.aspx

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FACILITIES MANAGEMENT

LOZANO-JARAMILLO, ILYANNA   4/12/2019

Online Work Request

To request Facilities Management Maintenance or Recharge Services, complete and submit this form.

- For urgent requests during business hours (7:00 a.m. to 4:30 p.m. weekdays), call the Customer Relations help desk, (858) 534-2930.
- For urgent requests after business hours, call (858) 534-2930, and your call will be forwarded to a voice-messaging system.
    - For emergencies, you will be instructed to dial "03" to forward your call to the Central Utilities Plant for immediate response. Be prepared to provide detailed information so the Central Plant operator can assess the situation.
- Dumpster requests: A minimum of 5 days' notice is required for dumpster orders. Delivery is not guaranteed unless we receive your request at least 5 days prior to the requested delivery date.

Please NOTE…The online work request cannot be used for the following:

- **Key and Lock requests may not be submitted online.** Please follow the link for instructions on how to make your request: How to request Lock or Key Changes
- **Special Events & Equipment:** Order party rental items (furniture, equipment, linens, trash/recycling receptacles, etc.) from Raphael's Party Rentals, Inc., Classic Party Rentals, Abbey Party Rents, and other suppliers through Marketplace. First, contact the supplier directly to obtain a rental quote for your event. Then proceed in Marketplace using the iRequest: Services and Associated Goods; attach the quote and submit your order.
- To request these services at the **Medical Center, Hillcrest, or for East Campus** please call Hillcrest Facilities Management at 619-543-6454 or East Campus / Thornton Facilities Engineering at 858-657-6400.
- Facilities Management does not maintain **Housing, Dining, and Hospitality** 858-534-2600, RIMAC, or the University Centers.

Instruction for filling out Work Request Form

JOB CONTACT

Name:	LOZANO-JARAMILLO, ILYANNA	Phone:	8582460064
E-mail Address:	iljaramillo@ucsd.edu	Department Name:	FACILITIES MANAGEMENT
Reported Date	4/12/2019		

FISCAL CONTACT

(This section is for **recharges only**. Please fill out all of the fiscal information if this request will be recharged. Otherwise, leave this section blank.)

Index: [_____]

Are there any Federal Funds within this Index?   ○ Yes ● No   Are there any State Funds within this Index?   ○ Yes ● No

Name (Last Name, First Name):	[_____]	Phone:	[_____]
E-mail Address:	[_____]	Mail Code:	[_____]

WORK REQUEST

Start Center ✕ | Customer Portal - Facility Manage... ✕ | MSN | Outlook, Office, Skype, B ✕ | UCSD Facilities Information Sys ✕ | Huntington Business Systems, Inc. ✕ | +

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LOZANO-JARAMILLO, ILYANNA   4/12/2019   Sign Off

Please note any questions or concerns regarding potential discrepancies and forward to FM's Customer Relations Division via email wsc@ucsd.edu or phone, 858-534-2930

						Status	Billing Infomation	Communication				

Work Request

Key/Card Checkout

Message

1001010883	Cog Sci 180: Ceiling leak; appears a pipe broke & hissing. Luis @ 1225	Cognitive Science Building-Floor 1-Room 180	03/11/2019	03/11/2019	Issued/Dispatched	MT-ZONE	VALDEZ, JORDAN	3	1,896.44	0.00	1,896.44
1001011262	Cog Sci 180: Evaluate drywall damage and also install 4 new ceiling tiles. Work by Colin Larson.	Cognitive Science Building-Floor 1-Room 180	03/12/2019	03/12/2019	Issued/Dispatched	TS-CARP	LARSON, CHARLES COLLIN	1	0.00	0.00	
1000992962	SDSC Area: lights off in lot 355; reported by UCPD	Parking Lot P354 - Supercomputer	02/06/2019	02/06/2019	Issued/Dispatched	ES-LGHT	HORAN, COREY T	2	211.66	0.00	211.66
1000982686	SME Rm 220: Annual autoclave calibration	Structural and Materials Engineering Building-Floor 2-Room 220	01/15/2019	01/15/2019	Issued/Dispatched	MT-ZONE	HAINES, SCOTT LEWIS	1	0.00	0.00	0.00

1 2 3 4 5

Completed / Closed Work Order(s) 1518 Record(s)

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1000993164	BSB Rm 5065: Tripped breaker. No name/phone on v/m. Charles @0830	Biomedical Sciences Building-Floor 5-Room 5065	02/07/2019	03/27/2019	Completed	ES-GEN	COOPER, CHARLES ROOSEVELT	2	216.89	0.00	216.89
1000992961	Econ Rm 221: Open for ucpd	Economics Building-Floor 2-Room 221	02/06/2019	04/09/2019	Completed	MT-ZONE	JOHNSTON, SIMEON E.	1	105.83	0.00	105.83
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1000981749	Central Mesa: HDS Tag Num 29977 Routine	9242 Central Mesa Apartments-Floor 1-Room E	01/10/2019	01/16/2019	Completed	TS-LOCK	REESE, GARY A	0	196.30	0.00	196.30
1000981746	Village West: HDS Tag Number 29978	North Campus Housing Area	01/10/2019	01/16/2019	Completed	TS-LOCK	REESE, GARY A	0	496.74	0.00	496.74
1000962557	SME Rm 243C: tripped breaker, lost power to microwave. Cooper @ 1150	Structural and Materials Engineering Building-Floor 2-Room 243C	11/26/2018	12/19/2018	Completed	ES-GEN	COOPER, CHARLES ROOSEVELT	1	162.68	0.00	162.68
1000962522	EBU 2 2nd flr MRR, lab side: Toilet is plugged. Will @ 1148	Engineering Building Unit II-Floor 2 Labs	11/26/2018	01/08/2019	Completed	MT-PLUMB	CHAPPELL WILLIAM	2	416.78	0.00	416.78
1000961125	CSC Bldg C WRR: 1st stall clogged. Disp	Campus Services Complex - Building	11/15/2018	01/08/2019	Completed	MT-PLUMB	CAMPBELL, GERRY EDWARD	2	216.89	0.00	216.89

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FACILITIES MANAGEMENT

LOZANO-JARAMILLO, ILYANNA   4/24/2019

📄 To create communication, directly enter the message and details.

Work Order Number | 1001010883 | Cog Sci 180: Ceiling leak; appears a pipe broke & hissing. Luis @ 1225

Send From | iljaramillo@ucsd.edu | LOZANO-JARAMILLO, ILYANNA

CC

Subject

Message

Attachments | ♦ ♦ | ← 0 - 0 of 0 →

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FACILITIES MANAGEMENT

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Status   **Billing Infomation**   **Communication**

Work Request

Key/Card Checkout

Message

Work Order (#) Communication Log

Work Order	From	To	Date	Subject	Message
1001010883	wsc@ucsd.edu	jov025@ucsd.edu	03/11/2019	New Work Order 10010	We wanted to make you aware of this New Request. REQUEST: Cog Sci Rm 180: Ceiling leak; appears a pipe broke & hissing. Luis @ 1225. Fire Ex contractor, John Silva reported 619-549-6200 REPORTED BY: NAME: PHONE: x EMAIL: INDEX: PPSZNST PERCENT: 100.00 Sincerely, Customer Relations Facilities Management UC San Diego (858) 534-2930 http://fm.ucsd.edu
1001010883	jov025@ucsd.edu	ajg008@ucsd.edu	03/11/2019	Work Order Status: In F	Please be advised that your request is in progress. Currently room is non-usable due to water remediation. Please be advised that measures have already been taken in order to have room available ASAP. If you have any questions, please call Customer Relations at 858-534-2930. They are open Monday to Friday from 7am-430pm. Customer Relations is located at Campus Service Complex Building C. Work Orders may also be submitted online through the FM portal at https://aps-workrequest.ucsd.edu. REQUEST: Cog Sci Rm 180: Ceiling leak; appears a pipe broke & hissing. Luis @ 1225. Fire Ex contractor, John Silva reported 619-549-6200 ADDITIONAL COMMENTS: UCSD - Facilities Management
1001010883	wsc@ucsd.edu	jov025@ucsd.edu	03/11/2019	STATUS REQUESTED- 1	Customer Alan Garia (858)246-2508 has requested an update on the status of this request. Please contact the customer and advise them. REQUEST: Cog Sci Rm 180: Ceiling leak; appears a pipe broke & hissing. Luis @ 1225. Fire Ex contractor, John Silva reported 619-549-6200 INDEX: PPSZNST PERCENT: 100.00 Sincerely, Customer Relations Facilities Management UC San Diego (858) 534-2930 http://fm.ucsd.edu

FACILITIES MANAGEMENT

LOZANO-JARAMILLO, ILYANNA   4/26/2019   Sign Off

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Status | **Billing Infomation** | **Communication**

Work Request

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Key/Card Checkout

Submitted / Work In Progress Work Order(s) 22 Record(s)   Download   Click the Download button to export a list of your Submitted/Work In Progress work orders in Excel format

Message

Work Order	Description	Location	Date Submitted	Status Date	Status	Shop	Assigned To	Communications	Billed	Pending	Total
1001025007	EBU3A Ro... door. To p...								0.00	0.00	0.00
1001010883	Cog Sci 18... & hissing.								1,896.44	0.00	1,896.44
1001011262	Cog Sci 18... also install... Larson.									0.00	0.00
1001033950	Cog Sci 18... busy class... can give m...									0.00	0.00
1000992962	SDSC Area... UCPD								211.66	0.00	211.66

Search: Close   Search

Check the box(es) next to the filter(s) you would like to use in your search

☐ Work Order#:   equal to ▾
☐ Location: equal to ▾
☐ Status: equal to ▾
☐ Description: equal to ▾
☐ Customer (EMP ID):   equal to ▾
☐ Neighborhood: equal to ▾   <Select Neighborhood> ▾
☐ Date Submitted: between ▾

1 2 3 4 5

Completed / Closed Work Order(s) 1519 Record(s)   Download   Click the Download button to export a list of your Completed/Closed work orders in Excel format

Work Order	Description	LOCATION	Date Submitted	Status Date	Status	Shop	Assigned To	Communications	Billed	Pending	Total
1001028662	CSC Bldg C WRR: Toilet clogged. Disp Paul	Campus Services Complex - Building C	04/12/2019	04/24/2019	Completed	MT-PLUMB	GONZALEZ, PAUL A.	3	0.00	0.00	0.00
1000993166	Speiss elev facing parking lot: Elev malfunctioning. v/m Steve @ 0840	Spiess Hall	02/07/2019	03/19/2019	Completed	ES-ELEV	VENTURA, STEVE DAYACAP	2	184.55	0.00	184.55
1000993164	BSB Rm 5065: Tripped breaker. No name/phone on v/m Charles @0830	Biomedical Sciences Building-Floor 5-Room 5065	02/07/2019	03/27/2019	Completed	ES-GEN	COOPER, CHARLES ROOSEVELT	2	216.89	0.00	216.89

FACILITIES MANAGEMENT

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Status	Billing Infomation	Communication

Work Request

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Submitted / Work In Progress Work Order(s) 898 Record(s)   Download   Click the Download button to export a list of your Submitted/Work In Progress work orders in Excel format

Message

Search:

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Check the box(es) next to the filter(s) you would like to use in your search

☐ Work Order#:	equal to ▾	
☐ Location:	equal to ▾	
☐ Status:	contains ▾	comp
☐ Description:	equal to ▾	
☐ Customer (EMP ID):	equal to ▾	
☐ Neighborhood:	equal to ▾	<Select Neighborhood> ▾
☑ Date Submitted:	between ▾	04/15/2019 04/19/2019

Work Order						mmunications	Billed	Pending	Total
W10027911	CSC Bldg Agustin					1	0.00	0.00	0.00
1001031130	Outside o					0	0.00	0.00	0.00
1001031128	BRF2: FO					2	0.00	0.00	0.00
W10027910	AP&M bs the ceilin					1	0.00	0.00	0.00
1001031127	ECEC Bld Wet wall,					1	0.00	0.00	0.00

1 2 3 4 5 6 7 8 9 10 ___

Completed / Closed Work Order(s) 156 Record(s)   Download   Click the Download button to export a list of your Completed/Closed work orders in Excel format

Work Order	Description	LOCATION	Date Submitted	Status Date	Status	Shop	Assigned To	Communications	Billed	Pending	Total
W10027909	Seaweed Canyon Warehouse/Coralina 106: broken lock/stuck key PRCH40	Seaweed Canyon Warehouse / Coralina, Floor 1 Room 106	04/18/2019	04/24/2019	Completed	TS-LOCK	REESE, GARY A	2	0.00	0.00	0.00

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| Status | Billing Infomation | Communication |

Work Request

Key/Card Checkout

Message

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Submitted / Work In Progress Work Order(s) 898 Record(s)   [Download]   Click the Download button to export a list of your Submitted/Work In Progress work orders in Excel format

Work Order	Description	Location	Date Submitted	Status Date	Status	Shop	Assigned To	Communications	Billed	Pending	Total
W10027911	CSC Bldg C: Noisy A/C actuator damper. Attn: Agustin	Campus Services Complex - Building C	04/18/2019	04/19/2019	Work Approved	ES-ACR	MONTOYA, AGUSTIN FEDERICO	1	0.00	0.00	0.00
1001031130	Outside of Econ bldg, facing Solis Hall: Flooding	Economics Building Area	04/18/2019	04/18/2019	Issued/Dispatched	MT-PLUMB	CAMPBELL, GERRY EDWARD	0	0.00	0.00	0.00
1001031128	BRF2: FC-3 troubleshoot status off in alarm.	Biomedical Research Facility II	04/18/2019	04/19/2019	Work Approved	MT-HVAC	SMITH, JAMES	2	0.00	0.00	0.00
W10027910	AP&M bsmt J012: ceiling A/C flex duct fell from the ceiling . Disp Steve @ 9:35	Applied Physics and Mathematics-Basement	04/18/2019	04/19/2019	Issued/Dispatched	MT-ZONE	GEORGE, STEVEN ALLAN	1	0.00	0.00	0.00
1001031127	ECEC Bldg A 1st floor Admin office infant room: Wet wall, possible plumbing leak	Early Childhood Education Center A-Floor 1	04/18/2019	04/18/2019	Issued/Dispatched	ES-ACR	HARO RAMON	1	0.00	0.00	0.00

1 2 3 4 5 6 7 8 9 10 ...

Completed / Closed Work Order(s) 156 Record(s)   [Download]   Click the Download button to export a list of your Completed/Closed work orders in Excel format

Work Order	Description	LOCATION	Date Submitted	Status Date	Status	Shop	Assigned To	Communications	Billed	Pending	Total
W10027909	Seaweed Canyon Warehouse/Coralina 106: broken lock/stuck key PBCU40	Seaweed Canyon Warehouse / Corallina -Floor 1-Room 106	04/18/2019	04/24/2019	Completed	TS-LOCK	REESE, GARY A	2	0.00	0.00	0.00
W10027908	ACTRI\L2\(C)L2E100: THE BLUE RECYCLE	ACTRI\L2\(C)L2E100	04/18/2019	04/19/2019	Canceled	NOTVALID	Unassigned	0	0.00	0.00	0.00

E1 : Status Date

	Index 0				Index 1			
WONUM	Description	Location	Submitted	Status Date	Status	Billed	Pending	Total	Index	Billed	Pending	Total	Index	Billed	Pending	Total
W10027909	Seaweed C	Seaweed C	4/18/2019	4/24/2019 9:27:25 AM	Completed	0	0	0	PPSSTFM	0	0	0				
W10027908	ACTRI\L2\(	ACTRI\L2\(	4/18/2019	4/19/2019 9:24:32 AM	Canceled	0	0	0								
W10027905	ERC Admin	ERC Admin	4/18/2019	4/26/2019 6:21:25 AM	Completed	0	0	0	PPSELST	0	0	0				
W10027904	EBU3B Bas	Computer	4/18/2019	4/24/2019 10:02:00 AN	Completed	0	0	0	PPSZNST	0	0	0				
1001031118	Moores Ca	Rebecca a	4/18/2019	4/23/2019 1:56:50 PM	Completed	0	0	0	MCL8189	0	0	0				
1001031111	GPL 3rd flr	George Pal	4/18/2019	4/25/2019 10:11:42 AN	Completed	0	0	0	PPSCUST	0	0	0				
1001031104	BRF2 1122	Biomedica	4/18/2019	4/23/2019 1:56:50 PM	Completed	0	0	0	PEDSO48	0	0	0				
1001031103	Atkinson H	Richard C.	4/18/2019	4/23/2019 1:58:57 PM	Completed	0	0	0	QITQIIS	0	0	0				
1001031081	Geisel: ple	Geisel Libr	4/18/2019	4/19/2019 2:57:32 PM	Completed	0	0	0	LIBFPRJ	0	0	0				
1001031080	CSB 203D:	Cognitive S	4/18/2019	4/23/2019 1:58:57 PM	Completed	0	0	0	COGFAAC	0	0	0				
1001031079	AP&M: 7 c	Applied Ph	4/18/2019	4/19/2019 2:57:32 PM	Completed	0	0	0	ITSCLAB	0	0	0				
1001031074	People Mo	Campus Se	4/18/2019	4/24/2019 10:15:24 AN	Completed	0	0	0	PPSZNST	0	0	0				
W10027882	CUP: Phen	Central Uti	4/18/2019	4/22/2019 8:48:02 AM	Completed	0	0	0	PPS4001	0	0	0				
1001031073	Guava 118	Guava-Flo	4/18/2019	4/18/2019 10:49:12 AN	Canceled -	0	0	0	PPSCUST	0	0	0				
1001031070	SERF Floor	Science an	4/18/2019	4/24/2019 1:12:51 PM	Completed	0	0	0	PPSSTFM	0	0	0				
W10027877	TPCN Parki	Torrey Pine	4/18/2019	4/19/2019 2:57:32 PM	Completed	0	0	0	TPSMNT1	0	0	0				
W10027876	SSB 108: lo	Social Scie	4/18/2019	4/24/2019 1:23:47 PM	Completed	0	0	0	PPSSTFM	0	0	0				
W10027875	CANCEL DI	Marshall C	4/18/2019	4/18/2019 11:24:46 AN	Canceled -	0	0	0								
W10027872	Urey Hall r	Urey Hall-F	4/18/2019	4/19/2019 3:00:15 PM	Completed	0	0	0	PPSSTFM	0	0	0				
1001031058	Ridge Walk	Revelle Co	4/18/2019	4/24/2019 2:30:35 PM	Completed	0	0	0	PPSGRST	0	0	0				
1001031045	CSC Shops:	Campus Se	4/18/2019	4/19/2019 3:01:20 PM	Completed	0	0	0	PPSCU21	0	0	0				
W10027855	Bonner Ha	Bonner Ha	4/18/2019	4/26/2019 6:21:25 AM	Completed	0	0	0	PPSELST	0	0	0				
W10027854	Bonner Ha	Bonner Ha	4/18/2019	4/26/2019 6:21:25 AM	Completed	0	0	0	PPSELST	0	0	0				
W10027851	(NEED 214	Campus Se	4/17/2019	4/19/2019 10:56:55 AN	Canceled -	0	0	0								
W10027850	Center Hal	Center Hal	4/17/2019	4/18/2019 2:25:34 PM	Canceled -	0	0	0	PPSZNST	0	0	0				
W10027848	CANCEL Pe	Sequoyah	4/17/2019	4/22/2019 11:15:33 AN	Canceled -	0	0	0	ECODFCL	0	0	0				
1001030526	BSB rm 20(	Biomedica	4/17/2019	4/18/2019 10:48:35 AN	Canceled -	0	0	0	PPSCUST	0	0	0				

Completed Work Order with Billi

READY | 100%

Facilities Management Web-Based Project Reporting Tool

Why?

- Provide accessible project information to all stakeholders

- Provide consistent project information on cadence

- Provide information in a similar format across all RMP units

UC San Diego

Project Management
Facilities Management
Supporting Educational and Research Environments

- Users access the site using this URL: https://rmp-web.ucsd.edu/pmd
- Accounts are administered through Single Sign-On
  - Many accounts have already been created by our team, if you cannot access the site through Single Sign-On contact Doug Darois at ddarois@ucsd.edu

Project Management
Facilities Management
Supporting Educational and Research Environments

UC San Diego

- All current projects managed by FM Project Management
  - Some older projects have historical information that can be accessed

- Projects managed by CPM or other FM Units are not on this site

- We've categorized projects by two designations, Type 1 Projects and Type 2 Projects
  - Type 1 Projects exceed $100K or have design consultants
  - Type 2 Projects are under $100K and do not have a design consultant
    - Projects less than 45 days old will always be shown as Type 2 projects until the scope, budget and schedule information can be further developed

- **Project Status Summary Tab**
- **Projects Total** – Shows the total number of projects in the lower table and the dollar amount of the work.
- **Info buttons** – Provided throughout to explain the information and how to interpret
- **Filters at top….**
  - Type 1 Projects – Over $100K or have design
  - Type 2 Projects – Under $100K without design
  - Type 1 & 2 projects
  - Projects Pending Close – Constriction is complete but final warranties, user guides, payments are not yet complete.
  - Completed Projects – Construction, paperwork and payments are complete
  - All Projects
- **Search box function**
- **Excel Export function**
- **Sort arrows**
  - Health
    - Green = on schedule, on budget
    - Yellow = potential schedule or budget impacts identified
    - Red = behind schedule or over budget
  - Current Phase – Quick look at which phase (Planning, Design, Construction…. PWC)

- **Drill down info on this screen – Bold text**
  - Current Project Phase – Provides a list of the last three months of written updates
  - Project Delay – Provides a brief summary of any schedule delay reasons
  - Budget Variance – Provides a brief summary of any positive or negative schedule impacts
  - Work Order Description – Opens a new tab with detailed project update information…. Granular snapshot of project objectives, status, contacts, schedule and risks

- **Detailed Project Information (similar layout and information to CPM's "Dashboard"?**
  - Project Heading
  - Key Objectives – Scope summary
  - Phase
  - Health
  - If the project health changes the PM will add a description of why in the box
  - Last Updated – shows the last time the information was updated by the PM (updates will be provided around the middle of the month or when the budget/schedule are at risk)
  - Executive summary – Overview of the status of the project at the current state along with what is about to happen
  - Includes current and past updates, to access complete historical updates click the plus sign
  - Project contacts
  - Project Milestones – dates listed are month and year when this phase will finish
    - P = Scope development thru schematic design (SD's)
    - W = Schematic design thru the start of construction
    - NTP = When the construction contract is awarded.
    - C = Start of construction thru substantial completion
    - The PM will also list upcoming milestones in this area…. Things like interim design submissions, major shutdowns, key no-work days defined by the client, etc.
  - Move In / Occupy – Expected date the client can start moving equipment into the space or begin use
  - Budget – current budget
  - Budget approval – date the Minor Cap, CIB or augmentation was approved
  - Schedule summary
  - Baseline completion = initial estimated completion date
  - Forecasted Completion = current estimated completion date
  - Variance Days = difference between the two
  - Project Risks

- Items that effect the health of the project, these have the potential to or are impacting the budget, schedule or both.
- Description – description of risk
- Delay type – categorized delay type (see info button)
- Mitigation strategy – What the options are to reduce or eliminate the impacts
- In current budget – is the impact represented in the budget line item (has it been approved)?
- In Schedule Summary – is the impact represented in the forecasted completion date?
- Project Files
- Cost Accounting – Current budget document with actual and forecasted costs
- Schedule – Detailed project schedule
- Photos – Relevant progress photos (up to 10)
- Close Out Documents – Warranties, maintenance information, finalized building permits, etc.

- **My Dashboard Tab**
  - Provides a dashboard of information pertaining to the user's VC areas, PM's, budget and schedules (still under development, graphs and new data are pending)

- **User Guide Tab** – Overview of how to use the tool and general information about FM Project Management projects

- **Future State**
  - Revised layout for Type 2 Projects (take out all the non-critical sections for smaller projects)
  - Gantt Chart Tab
  - Spend Forecasting
  - Better dashboard information with graphics
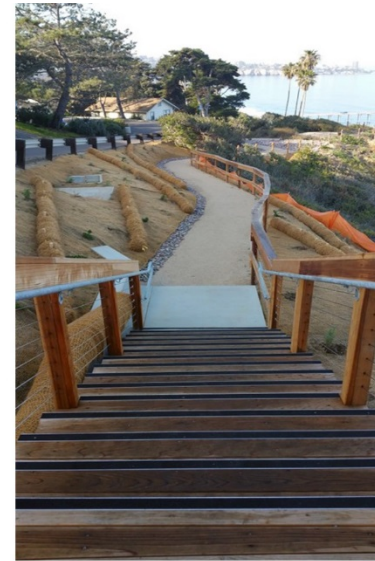
UC San Diego
Facilities Management

FM Campus Utility
Shutdown Notifications

Presented by: Landon Lay

Date: April 30, 2019

Notification Process

- Utility Work is Identified and Scheduled

- Work Services Center sends (2) emails to the building occupants & notices are posted.

- First E-mail (2 weeks):
  - Notice of Intent

- Second E-mail (3 days):
  - Shutdown Notification

Shu

**FACILITIES MANAGEMENT
NOTICE OF INTENT**

March 12, 2019

Subject: FM Notice of Intent to Shut Down the Fire Sprinkler System at the Biology Building

- **Start:** Tuesday, March 26, 2019, at 7:00 am
- **End:** Wednesday, March 27, 2019, at 3:00 pm
- **System(s) to be Shut Down: Fire Sprinklers – all floors**
- **Purpose of Shutdown/Notification:** An FM contractor will be reinstalling fire sprinklers at various locations with the mechanical shafts and roof penthouses.
- **Effect on Building Occupants:** The fire sprinkler systems will be disabled for the duration of the shutdown period, one floor at a time. A fire watch will be provided for each floor while the system is non-operational. The system will be in operation between 3:00 pm on March 26, and 7:00 am on March 27.

*If you find there is a conflict with the proposed date/time of service interruption, please respond by **Tuesday, March 19, 2019**. No response is acceptance of proposed date/time.*

Should you have any questions or concerns, please contact the Facilities Management Customer Relations Help Desk at (858) 534-2930 or reply-to-all at **wsc@ucsd.edu**. Thank you.

Sh

FACILITIES MANAGEMENT NOTIFICATION

As per Notice of Intent sent on March 12, 2019

March 21, 2019

Subject: FM Notification to Shut Down the Fire Sprinkler System at the Biology Building

- **Start:** Tuesday, March 26, 2019, at 7:00 am
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Should you have any questions or concerns, please contact the Facilities Management Customer Relations Help Desk at (858) 534-2930 or reply-to-all at **wsc@ucsd.edu**. Thank you.

Shutdown Coordination

Involved Parties:

- Research Staff / PI's
- FM Project Manager
- FM Building Operations
- FM Contractor / Subs
- FM Inspectors
- EH&S / Fire Marshal
- Facility Manager / MSO
- Work Service Center (WSC)

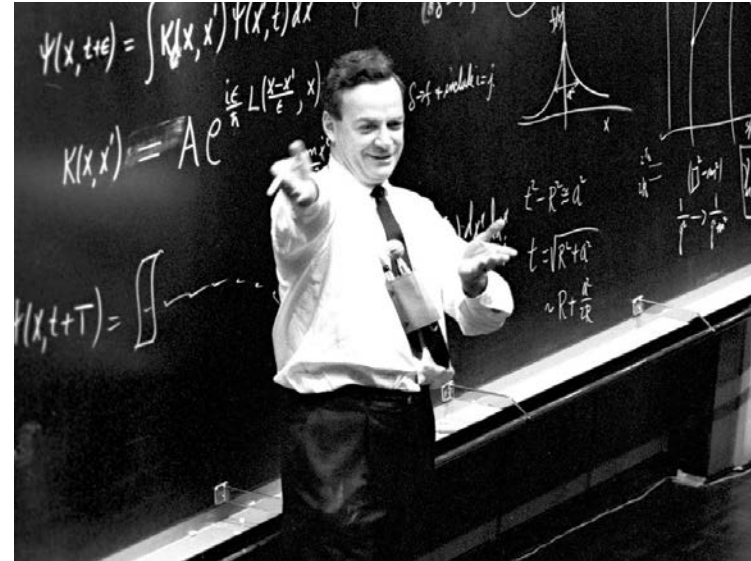# Shutdown Preparation

- Get Input
  - Research Staff / PI's
  - Building Manager
  - Building Operations
  - Scheduling Consultant
  - Other PM's
  - Town Hall
- Plan Accordingly

Shutdown Preparation

Town Hall Meeting

- Scope
  - *What is the project?*
- Benefits
  - *Why are we doing this?*
- Schedule
  - *When is it happening?*
- Impact
  - *What are you shutting down?*

Shutdown Preparation

- Kick-Off Meeting
  - Contractor
  - Inspector
  - Building Op's
  - Facility Manager

Types of Shutdowns

- Roads / Sidewalks / Egress

- Electrical Power

- HVAC
  - Chilled Water
  - Heating Water
  - Supply Air
  - Exhaust Air

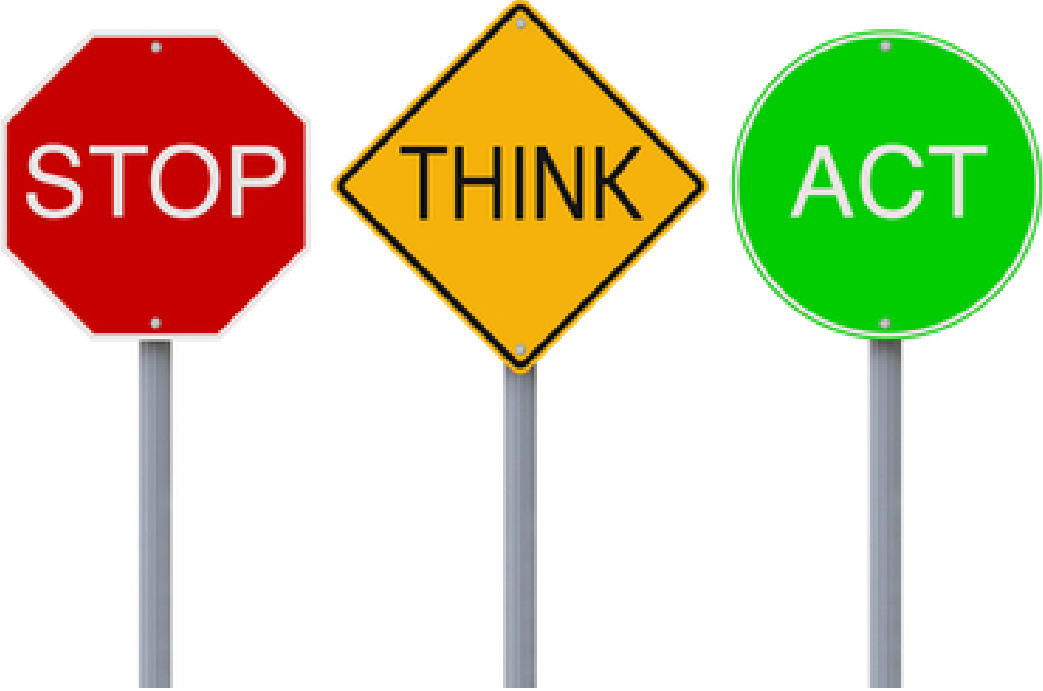- Domestic Water / Sewer

- Fire Sprinkler / Fire Alarm

Common Challenges

- Freezers (2-3 hours max)

- Vivarium Airflow (2-3 hours max)

- Animal Schedules (Sleep / Wake / Light Cycles)

- Sensitive Equipment
  - Mass Spectrometers
  - Imaging / Microscopes
  - Computers running 24/7

- On-Going Experiments

Avoiding Problems

Campus Bin Buddy Program update

Campus Bin Buddy Program update

- Implemented Colleges
  - SIO
  - Revelle
  - Muir

Campus Bin Buddy Program update

- Beginning week of April 29, 2019
  - TMC

Campus Bin Buddy Program update

- Lessons Learned
  - Communication
  - Slim Jims Recycle/Trash Stations
  - Accessibility breakroom (sinks)